The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

Job Description

Post: Teaching Assistant – Social Emotional Mental Health

Scale: Scale 4

Common Responsibilities

- Promote the school in accordance with the whole School Development Plans up to a level that is reasonable in relation to the grading of the post;
- Be responsive to Governors, Parents, Colleagues, Students and members of the local community;
- Work in a way that enhances the school in the eyes of the local community and beyond;
- Be required to support the safeguarding policy;
- Work flexibly within school according to the grade or level of work;
- Will engage in and support the school's performance management policy;
- Follow all school policies and procedures.

Specific Duties and Responsibilities

Support for Students

- Work with students in the Learning and Inclusion Centre (LInc), within and outside of lessons to provide help with reading comprehension, the understanding of key concepts, the production of written work and effective communication of what has been learnt and the development of necessary practical skills in a given curriculum area;
- Support students with social, emotional, mental health and behavioural challenges, or medical issues, to support them to access the curriculum;
- Liaise with subject teachers in the process of assessing an individual student's need and assist with the provision and adaptation of appropriate teaching materials and strategies;
- Deliver specified literacy / numeracy / social skills programmes of study and support for individuals and small groups of students;
- Support the use of ICT equipment for identified students;
- Act as reader, scriber, prompter, practical assistant and invigilator as required;
- Liaise with the SENCO and LINC Manager to support the smooth and effective transfer and integration into school of students with special needs;
- Support students in the LINC and/or Student Support Centre during period 6 and homework club and at designated lunchtimes during the school week;
- Promote and develop extra-curricular activities and homework support for students

- Assist the student in the review of their targets in preparation for SEND Support reviews, under the direction of the SENCO and/or LInc Manager, attending Review Meetings if appropriate

- Address the needs of students who require help in overcoming barriers to learning by developing their potential both inside and outside the classroom;

- To sustain an active engagement with families of designated students to help them explore issues and make changes in areas that may be affecting their child's learning and development. This may involve home visits.

- To track the progress of students with Social, Emotional and Mental Health needs using the available data and monitor the impact of interventions, sharing this with the SENCO and other relevant professionals.

General Duties

- Contribute to the Inclusion work within the school by helping to raise standards of achievement in specified curriculum areas, providing specialist support across the curriculum to named students and groups of students;

- Develop support in the Linc and for students with SEMH across the school ensuring effective liaison occurs between the inclusion team, the SENCO and the curriculum /specialist area.

- Be responsible to the SENCO and the Linc manager for the effective implementation of all aspects of the job description;

- Liaise with the SENCO to ensure the record keeping process on individual students is effective, relevant and kept under review;

- Liaise with parents as appropriate;

- Attend relevant consultation meetings with parents as necessary;

- Cover small classes and/or undertake school duties on occasion of need;

- Attend and contribute to relevant team meetings, under the direction of the SENCO, and attend departmental meetings deemed appropriate by a Head of Faculty/Head of House;

- Attend appropriate professional courses and be fully involved in relevant staff training of colleagues;

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

- Support the pastoral system through tutor time support and mentoring under the direction of the Head of Year

Supplementary Information

The working week is one of 37 hours during term time only. Term-time includes the days on which the school is open for pupils, together with INSET days.

The nature of the post requires a flexible working pattern to meet the needs of the school and individual students. Working arrangements will be determined through consultation with the SENCO.

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PERSON SPECIFICATION
Teaching Assistant

	Essential	Desirable
EDUCATION AND TRAINING	Good Levels of Literacy and numeracy (at least Level 2 qualification) Commitment to further training if required	Teaching Assistant qualification at Level 2 or 3 Educated to Level 3 or above e.g. A Levels / degree Further qualifications in the area of SEND Experience of working within a primary school environment
EXPERIENCE	Experience of working with children / young people in an education setting to improve educational outcomes	Experience of working with young people with complex needs Experience of running small group interventions e.g. literacy, numeracy, social skills, ASD support. Experience of working with other agencies e.g. school nurse, specialist teachers
SAFEGUARDING	Enhanced DBS and validated references	Safeguarding training
SKILLS AND COMPETENCES	Good interpersonal skills to deal effectively with pupils, staff, parents and other agencies Ability to motivate and inspire young people to achieve their potential Ability to demonstrate tact and sensitivity Be able to work as a team member and be supportive of others Basic IT skills e.g. Microsoft Office, email	Ability to work with a range of different professionals Ability to use Arbor
PERSONAL QUALITIES	An innovative, enthusiastic and positive attitude Ability to remain calm in demanding situations	